



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
MICHIGAN OFFICE OF ADMINISTRATIVE HEARINGS AND RULES
SUZANNE SONNEBORN
EXECUTIVE DIRECTOR

MARLON I. BROWN, DPA
ACTING DIRECTOR

MICHIGAN TAX TRIBUNAL CIVIL MEDIATOR APPLICATION

To be eligible to serve as a general civil mediator, you must meet the training and experience criteria specified in TTR 297. The fee for this application is \$50.00.

Note: The information provided in this application is available to the public.

Please type or print neatly.

1. Full name (first, middle initial, last)		2. Bar no. <u>if applicable</u> P
3. Address where you can be contacted		
4. Telephone no.	5. E-mail Address	6. Website, <u>if any</u>

Part A: General Civil Mediator Qualifications

Complete item 7 and either item 8, 9, 10, or 11 as appropriate.

1. Is this a: new application? ☐ renewal? ☐

*If renewing, complete item 11 only and attach a copy of your original application.

2. Qualification through State Court Administrative Office (SCAO) Approved Training

a. SCAO-approved training completed on _____

*Please attach a copy of the certificate.

Trainer: _____

b. ☐ Juris doctor. Attach copy of diploma if not a licensed attorney.

☐ Graduate degree in conflict resolution. Attach copy of diploma.

☐ 40 hours of mediation experience in the past 2 years.

Detail below. Complete on separate page if needed.

c. Observed two general civil mediation proceedings.

Specify dates and mediator names and attach verification. Do not provide party names.

- d. Conducted one general civil mediation to conclusion. Specify date and name of mediator serving as supervisor and attach verification. Do not provide party names.
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3. Qualification by Community Dispute Resolution Program (CDRP) Training

- a. Michigan CDRP training completed on _____. Attach copy of certificate.

Trainer:_____

If the training was completed more than 2 years before applying, applicant must have completed 8 hours of advance mediation training in the 2 years before applying. Specify type of training, dates, and attach copy of certificate

- b. Observed two general civil mediation proceedings. Specify dates and mediator names and attach verification. Do not provide party names.

- c. Conducted one general civil mediation to conclusion. Specify date and name of mediator serving as supervisor and attach verification. Do not provide party names.

- d. If not an attorney or a person holding a juris doctor or graduate degree in conflict resolution, applicant must have mediated at least 40 hours or 18 cases in the 2 years before applying. Detail below. Complete on separate page if needed. Do not provide party names.
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4. Qualification by Training Outside of Michigan

- a. Completed a comprehensive training course of at least 40 hours designed for general civil case mediation. Attached are: (1) a certificate of completed training, (2) a copy of the training agenda, (3) the name of the trainer, and (4) the dates of attendance.

- b. If the training was completed more than 2 years before applying, applicant must have completed at least 8 hours of advanced mediation training in the 2 years before applying. Specify type of training, dates, and trainers, and attach copy of certificate.

- c. Observed two general civil mediation proceedings. Specify dates and mediator names and attach verification. Do not provide party names.

- d. Conducted one general civil mediation to conclusion. Specify date and name of mediator serving as supervisor and attach verification. Do not provide party names.

- e. If not an attorney or a person holding a juris doctor or graduate degree in conflict resolution, applicant must have mediated at least 40 hours or 18 cases in the 2 years before applying. Detail below. Complete on separate page if needed. Do not provide party names.
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5. Renewing Application

If the mediation training was completed more than 2 years before applying, the applicant must have completed 8 hours of advanced mediation training in the 2 years before applying. Specify type of training, dates, and trainers, and attach copy of certificate.

Part B: Michigan Tax Tribunal Qualifications

1. Do you have at least five (5) years of state and local tax experience that occurred within seven (7) years immediately preceding submission of this application? ☐ Yes ☐ No
2. Please explain, generally, your state and local tax experience. Detail below. Complete on separate pages if needed. Do not provide party names.

3. List the areas of taxation in which you practice and how long you have practiced in each area:
Area of Tax _____ *# of Years Practiced* _____
Area of Tax _____ *# of Years Practiced* _____
Area of Tax _____ *# of Years Practiced* _____
4. Provide any additional information about you which would be helpful in describing your qualifications to serve as mediator, for example, teaching law school courses. Complete on separate pages if necessary.

Part C: Fees

1. My hourly fee is \$ _____.
2. Are you willing to conduct mediations in the Small Claims division on a pro bono basis?
☐ Yes ☐ No

CERTIFICATION

I certify that I: (a) meet the requirements for service under the Michigan Tax Tribunal mediator selection plan; (b) will not discriminate against parties or attorneys on the basis of race, ethnic origin, gender, or other protected personal characteristic; and (c) will comply with the Tribunal's mediation program, orders of the Tribunal regarding cases submitted to mediation, and the standards of conduct adopted by the State Court Administrator.

Date

Signature